

T H E E I L E E N T R U S T

Minutes of a Meeting of the Trustees held at Alliance House
on Friday, 30th January 1998 at 10.45 a.m.

Present: The Reverend Prebendary Alan Tanner, Mrs Sue Phipps
Miss Pat Winterton.

In attendance: Frances Dix, Ann Hithersay

Apologies were received from Mr Kenneth Bellamy and Dr Mark
Winter

AGENDA

- 98.01 Minutes of previous meeting - 17th October 1997
and 16th May 1997
- 98.02 Secretary's Report
(including statistics update)
- 98.03 Half Year Accounts to 30th September 1997
- 98.04 Finance - Report and Summary
- 98.05 Case Reviews
- 98.06 Variation to Trust deed - Update
- 98.07 Correspondence with Department of Health
- 98.08 Any Other business

98.01 MINUTES OF PREVIOUS MEETING - 17th October 1997

The Minutes of the meeting were agreed and signed.

Minutes of the meeting held on 16th May were not
available. It was agreed that a Memorandum be produced
to record what had taken place at the Meeting for future
reference. The Administrator would circulate this to
Trustees so that they could add or amend the Memorandum
from their recollections.

98.02 SECRETARY'S REPORT

Letters to the Department of Health

The Secretary reported that following discussions at the
October meeting, letters had been sent to the Secretary
of State for Health and staff at the Department regarding
compensation for people with hepatitis C and to express
concern about slow registration of new members of Eileen
trust following the 'Liverpool incident' in late 1996. A
holding letter had been recieved in response to the first
issue, and a reply outlining staffing difficulties at the
Department had answered the second point.

Dependant Children and Young People

The Secretary also reported concern at a growing number of dependant orphaned children and young people, pointing out that due to adolescent trauma, some dependants were still in need of assistance from the Trust when they were beyond what might normally be regarded as the age of independence. Following discussion it was agreed that flexibility should be applied when considering future support for such youngsters. The Social Worker was asked to review a number of cases, and, if further support was required, convene a 'mini-alloc' similar to those use in Macfarlane Trust.

Revision to Bank Mandate

The Secretary asked Trustees to revise the current Mandate to Lloyds Bank to bring it into line with authorisation levels of the Macfarlane Trust. This would overcome present difficulties involving a requirement for Trustees to sign all cheques, no matter what the level of expenditure was.

Pat Winterton proposed that the Mandate be revised in line with the Resolution, and Sue Phipps seconded the proposal. The Resolution was carried by all Trustees present and a new mandate form was signed by those present. The Secretary confirmed that the new Mandate would be passed to Lloyds Bank immediately.

Contribution towards cost of Capital Equipment

The Secretary reported that it had been necessary to replace outdated computer equipment and the telephone system at the office shared by Macfarlane and Eileen Trusts. A one off capital contribution towards this unbudgeted cost was asked for from the Eileen Trust. The total cost of re-equipping the Trusts, and introducing computerised accounting procedures would be approximately £25,000. The Secretary was asking for a 15% contribution from the Eileen trust which would be £3,750.

Pat Winterton proposed that a contribution of £3,750 be made towards re-equipping the offices. Sue Phipps seconded the proposal.

98.03 HALF YEAR ACCOUNTS TO 30th SEPTEMBER 1997

The outgoing and incoming Secretaries had prepared a Balance Sheet and Consolidated Statement of Accounts to 30th September 1997 to mark the official handover between Secretaries. The Accounts had been audited by Glazers, the Eileen Trust Auditors, and signed by both Secretaries and the Chairman. Trustees were asked to accept the Accounts for the Half Year as presented.

Patricia Winterton proposed that the Half Year Accounts be accepted; Susan Phipps seconded the proposal.

The Secretary reported that expenditure for the year to date appeared slightly higher than in the previous year, but since August, monthly expenditure had been lower. Registration of two new members would mean a slight increase in Single and Regular payments over the next few months.

Grants and Payments. The Trustees discussed the pattern of grant giving to Eileen Trust members and made the point that Eileen Trust members lack the support systems available to Macfarlane Trust members; also that because there are so few registrants and dependants, and comparatively large sums still available to Trustees to distribute, it is sometimes possible to be more flexible with grant giving than is the case with Macfarlane Trust disbursements.

Investment Report. The Secretary reported that investments with Schroders continued to do well. However, cash resulting from the sale of Schroder units earlier in the year in order to realise gains made and allow for diversification of the Trust's portfolio, was still on deposit. Interest gained was not as high as might be the case if the cash was reinvested in Unit Trusts as had been the original intention last Summer. At the last Trustees meeting, conditions for reinvestment had been agreed but these had not been met in the intervening months. The Secretary felt that Trustees should reconsider their position, and recommended that the cash should now be reinvested.

The Trustees discussed how the cash should be invested, and agreed that since M & G Unit Trusts had strengthened their position since the Autumn, up to £50,000 should be invested in M & G Units.

[NB: the Schroder cash account now stands at £98,118 whilst the CAF Gold account which is currently paying interest 7.15% average has only £10,760 in the Account. I would like to propose that we transfer £20,000 to that account, and leave the remaining £28,000 with Schroders Special Deposit until our next meeting. If you agree to this proposal, please could you write to confirm the suggestion. Otherwise I will leave £48,000 with Schroders until our meeting on 8th May 1998.]

The Liquidity position was noted.

Management Budget. The Secretary confirmed that the forecast management expenditure was well within the budget and the Section 64 Grant. The capital grant agreed under Secretary's Report could be accommodated within the Section 64 Grant; however the final quarters adjustment of payment to Macfarlane Trust indicated that it was unlikely that there would be a return of funds to the Department of Health this financial year.

98.05 CASE REVIEWS

5083 Trustees were updated on this case which was one of three resulting from the Liverpool Incident in 1996.

There had been a long delay in registering this elderly lady who had become infected following a blood transfusion in September 1996. The Trust had been advised by the Department that she had now been approved, but the member was still awaiting her special payment. The Social Worker was in frequent contact with the family and with staff at the Liverpool hospital that was treating her. The Benefits Adviser had visited and reported that the the new member was currently sleeping in an armchair and using a commode because she could only get upstairs if carried by a family member.

Trustees approved a grant for a stair lift and adaptations to the bathroom so that the member could reach the upper floor of her house and sleep and wash in a more appropriate manner.

5015 Trustees approved introduction of Regular Payments as a discretionary Education Grant toward the cost of travel and subsistence for a young woman who was an orphaned dependant of a deceased member of the Trust on the basis that the girl had not taken advantage of educational opportunities earlier in adolescence due to trauma related to her mother's death. The young woman had now moved to London and was engaged on a college course that would offer a qualification that would enable her to live independently when the course was completed in two years time.

5009 Trustees approved further Regular Payments for the widow of a deceased member until the next Trustees meeting on grounds of financial hardship, and asked that the Social Worker explore the background to the case in more detail before making a recommendation for longer term assistance. Trustees emphasised that the widow should be advised that ongoing financial support beyond May 1998 was unlikely. The Social Worker was also asked to review other widows (and widowers) amongst the 'dependants' of deceased members to see whether there were similar cases of hardship.

Eileen Trust Members Details

At the last meeting of the Trust in October, Trustees had asked that more details be provided about members of the Eileen Trust. Details circulated at the meeting today showed that there were 9 living members of the Trust, with 13 dependant children and 5 dependant widow/widowers resulting from the families of 11 deceased members. Other deceased members had been single people without dependants. The details indicated that there would be a continuing need to provide support to younger dependants and infected partners for a further 10 years or so.

Members Details also suggested that further exploratory work was needed on a number of cases.

98.06 VARIATION TO THE TRUST DEED

The Secretary reported that the variations to the Trust Deed that had been agreed at the last meeting had been drawn up by Trust solicitors who were holding Deeds 'in escru' until the variations had been approved by the Department of Health's Legal Department.

98.07 CORRESPONDENCE WITH THE DEPARTMENT OF HEALTH

This matter had been reported under Secretary's Report

98.08 ANY OTHER BUSINESS

There being no other business, the meeting closed at 1.10pm

Draft by:

Ann Hithersay
Secretary to the Trustees

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